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24 August 1953

PERSONNEL DIRECTOR MEMORANDUM NO. 67-53

SUBJECT : Determining and Recording Veteran Preference

REFERENCE: Chapter VI, Veteran Preference, Federal Personnel Manual

1. The following instructions effective 1 August 1953 are provided in order to standardize procedures for determining and recording veteran preference.

2. All personnel entering on duty will be requested to furnish proof for the determination of veterans preference and, if appropriate, complete Standard Form 15 to be filed in connection with claims for 5 point preference based on campaign service or disability, wife, widow or mother preference. The standards of proof established in pages VI-7 to VI-28, Federal Personnel Manual, will be applied. The personnel officer making the veteran preference determination will certify in Item No. 13, the appointment request, Standard Form 52, that the proof for veteran preference has been reviewed by inserting the word VERIFIED in the space to the right of the blocks and initialing the entry on the Personnel Folder copy. Veteran preference will be recorded in Item No. 13, Standard Form 50, or Standard Form 52, as appropriate, on appointment actions and all subsequent actions. Execution of the box headed "WWII" and the box headed "Other" is not required.

3. The determination on veteran preference will be indicated in Item No. 8, Standard Form 7, Service Record Card, and in Item No. 6, OF 4b, Employee Record Card transmitted to the gaining office. If appropriate the word VERIFIED will be inserted above Item No. 8, on the Service Record Card.

4. In those cases when an employee enters on duty without appropriate proof of veteran preference, but claims such preference, the claim will be recorded and the word CLAIMED will be typed to the right of the boxes in Item No. 13, Standard Form 50 or Standard Form 52, as appropriate. The word CLAIMED in pencil will be printed over Item No. 8, Standard Form 7, Service Record Card with the claimed preference indicated in the appropriate boxes. It will be the responsibility of the Processing and Records Division in these cases, to instruct new employees to submit the required proof at the earliest possible date in order to effect certification of veteran preference or otherwise secure the appropriate proof subject to security considerations. If the claim of veteran preference is substantiated, subsequently, the

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appropriate change and certification, as indicated in paragraph 2, above, will be made on the Personnel folder copy of the appointment request in ink. The verified preference information will be recorded on the Service Record Card. Subsequent personnel actions will record the preference information.

5. On employees appointed prior to 1 August 1953 the next personnel action will be the occasion for checking the Personnel Folder for appropriate proof of Veterans preference. If the proof is available in the Personnel Folder, or may be procured from the individual concerned prior to effecting the action, veteran preference will be determined and appropriately recorded. If such determination cannot be made prior to effecting the action, the word CLAIMED will be inserted to the right of the blocks in Item No. 13, Standard Form 50, or Standard Form 52, as appropriate, along with the claim previously recorded. The word CLAIMED, in pencil, will be added over the recorded claim in Item No. 8, Standard Form 7, Service Record Card. It will be the responsibility of the Processing and Records Division to follow up these cases and record the determination, as appropriate, on the Folder copy of the Personnel action, in ink, and on the Service Record Card.

6. As soon as a determination as to veteran preference has been made, the discharge papers and all other documents submitted by the employee will be returned to him.

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Acting Personnel Director

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